



**Department of Workforce Services
Utah Office of Child Care
Advisory Committee Meeting
140 E 300 S - Salt Lake City
10:00 a.m. to Noon
Room 211 A & B
April 9, 2003**

AGENDA

Presiding: Elyce Mouskondis
Time

Agenda Item

Parliamentarian: Peter Corroon
Presenter

- | | | |
|-------------------------|----|--|
| 10:00 a.m. – 10:15 a.m. | 1. | Welcome..... Elyce Mouskondis |
| | | <ul style="list-style-type: none">• Announcement of New Committee Chair• New Committee Chair Comments<ul style="list-style-type: none">○ Recommendations for New Vice Chair○ Recommendations for New Sub-committee Chairs• Visions & Goals |
| 10:15 a.m. – 10:20 a.m. | 2. | Approval of past minutes..... New Committee Chair
(ACTION ITEM) <ul style="list-style-type: none">• March Full Advisory & Sub-Committee Minutes• March Executive Committee Minutes |
| 10:20 a.m. – 11:00 a.m. | 3. | Sub-Committee Reports:
Public Awareness and MarketingPeter Corroon
Planning and DevelopmentConnie Saccomanno
Data & Research.....Patrice Spiegel with Patrick Gannon <ul style="list-style-type: none">• Presentation Functional Cost Analysis (FCA) of CCR&R |
| 11:00 a.m. – 11:30 a.m. | 4. | Director's Report.....Lynette Rasmussen <ul style="list-style-type: none">• Grant Updates<ul style="list-style-type: none">○ Youth Connections Grant<ul style="list-style-type: none">▪ Letter is attached to the March Exec minutes○ Quality Improvement Grant – Spring 03• Eligibility Project Update• Towne Meetings<ul style="list-style-type: none">○ Letter from Representative Calvin Bird○ Schedule○ Phone Call Follow-up |
| 11:30 a.m. – 11:45 a.m. | 5. | June Retreat Planning.....New Committee Chair <ul style="list-style-type: none">• Presentations or Annual Reports by Sub-Committee Chairs• New Projects |
| 11:45 a.m. – 11:55 a.m. | 6. | Old & New Business, Chair Comments.....New Committee Chair |
| 11:55 a.m. – 12:00 p.m. | 7. | Public Comment |

ADJOURN

Office of Child Care Advisory Committee April 9, 2003

Attendees: (*denotes voting member)

*Laura Oscarson-Wilde – via phone	*Judie Erickson	*Elyce Mouskondis
Lynette Rasmussen	*Peter Corroon	*Roz McGee
Diane Wilkinson	*Connie Saccomanno	Jennifer Young
Patrice Spiegel	Colleen Fitzgerald	Caroline Kueneman
Amie Huffman	Christi Christian	Robin Nielson
Patrick Gannon	Erin Trenbeath-Murray	Leah Schilling
Carrie Stott	*Jay Butler	*Annabel Shienberg
Teresa Whiting	Scott Anderson	Bob Seltzer
Anne Mackiewicz	Sheila Lewis	Bobbie Ikegami
Amy Hatten	Johnny Anderson	Heather Merrill
Jessica Strout	Stan Eckersley	Lis Barker
Chris Bray	Richard Starley	

Excused:

*Iona Thraen *Holley Mattson *Mark Stimpson *Tina Jensen

ITEM 1 - Welcome

Elyce welcomed Stan Eckersley from State Finance and Patrick Gannon, Minnesota CCRR Executive Director.

Announcements: Peter Corroon has been appointed as the new Chair for the Advisory Committee. Judie Erickson has accepted to be Chair for the Public Awareness & Marketing sub-committee. Terry Haven has volunteered to serve as the Data & Research sub-committee Chair. A sub-committee chair is still needed for Planning & Development. Please contact Peter if interested.

ITEM 2 – Approval of Past Minutes

MOTION to approve minutes as presented – Peter Corroon

SECOND – Judie Erickson

CARRIED

ITEM 3 – Sub-Committee Reports

Public Awareness & Marketing – Peter Corroon

The Provider Conference in May will kick off the “Care about Child Care” campaign.

Planning & Development – Connie Saccomanno

The sub-committee will present recommendations on the PAA revision next month.

Data & Research – Patrice Spiegel

The sub-committee will complete their review of Child Care Economic Impact literature in the next couple of months.

Functional Cost Analysis-

Patrice introduced Patrick Gannon to present the results of the Functional Cost Analysis (FCA). An FCA is assigning unit costs to specific functions in CCRR services. This project came out of a discussion w/ Lynette at a leadership institute. Last summer the decision was made to do the FCA with the CCRR here in Utah. Today Patrick presented some of the summary findings.

In functional cost analysis the various components of a CCRR program are clearly defined and categorized according to their function in the organization. The analysis is based on identifying the costs associated with key functional areas of CCRR programs and standardizing them for cost analysis. For Utah the six standardized functional areas as prescribed by the analysis tool are as follows:

1. Management
2. Provider Database
3. Community and Policy Activities
4. Provider Services
5. Parent Services
6. Employer Services

Summary of findings:

- \$2.6 to provide CCRR services for FY 02 in Utah.
- Cost of a community child care referral is \$47.
- Unit cost per one hour taught of Career Ladder training is \$327.
- Unit cost per one hour taught of recruitment/retention training is \$413.
- Unit cost per Provider Phone Technical Assistance Call is \$7.
- DWS, OCC funding paid for 85% of CCRR services in Utah in FY02.
- CCRR salaried staff contributed \$86,000 of CCRR services in unpaid overtime hours in FY02.
- Agencies and institutions that host CCRR programs contributed \$195,000 in donations and in-kind services in FY02.

Patrick recommended that everyone take time to read the January 2003 Report, **Early Childhood Development: Economic Development with a High Public Return**, written by Art Rolnick, Senior Vice President and Director of Research for the Federal Reserve Bank of Minneapolis and Rob Grunewald, Regional Economic Analyst.

(The FCA report and the January 2003 Report article were copied and made available at the meeting.)

ITEM 4 – Director’s Report

Youth Connections Grant

Attachment/Youth Prevention Funds Letter

Thanks to everyone who worked on the process, but OCC was unable to go with the original recommendations as presented by the subcommittee. The RFP was released with the appropriate changes. Providers should have a copy of the request for grant prior to attending bidders conferences and should bring it with them.

Quality Improvement Grants –

The first two grants were awarded to all who applied and met criteria.

Newest Grant (QI3) window of application is April 15 to 3pm on April 29.

Caroline announced that there are minor changes to the QI grant app for the next fiscal year. A new application will be mailed to all licensed providers in May.

Eligibility Project Update –

Child Care Eligibility Simplification Study

Time lines for these subcommittees will be vigorous starting now until June 30 with hopeful implementation dates of January 1, 2004 for completed projects:

Main items of focus for separate sub-committees:

1. Determining the Need for Child Care
 - a. Simplification of Form 980
 - b. Provider Types
 - c. Best estimates – minimum work requirements
 - d. Simplification of payment calculation
2. Reporting Changes
 - a. Simplify validating past need for child care
 - b. Reduce number of errors
 - c. Assist providers with retention of customers who need child care without frequent interruption of service
 - d. Provide appropriate consumer education
3. Kith and Kin
 - a. Higher standards for license exempt providers
 - b. Create a new registry for license exempt providers
 - c. Consider changes in pay rate by state to kith/kin providers.
4. Job Search
 - a. How to support customers who do not qualify for FEP and need child care to job search?
 - b. One time payment options on the Horizon Card for Job Search.

Towne Meetings:

Lynette expressed her thanks to Representative Bird for signing the letters of invitation that went to Senators, Representatives and Mayors. A schedule of the meetings was shared and all were invited to attend. The Legislative tours will be 9:30 to 10:30 am; meeting at the employment centers and then traveling to provider sites. A packet of information will be given to each participant. There will be Planning Meetings from 6:00 to 8:00 pm to introduce the State Plan and glean information to help this committee with coming goals.

Lynette announced the WorkLife celebration to be held April 24 and showed the logo. There will be a press release prior to the event.

ITEM 5 – June Retreat Planning

The annual retreat will be held June 11, 9am to approximately 4pm at Nicholas & Company.

Detailed information and a directional map will be provided.

ITEM 6 – Old & New Business, Chair Comments

Shelia Lewis: Provider Appreciation Day is April 29 at 2pm at the State Capital Rotunda. Governor Leavitt is to sign a proclamation and a reception will follow.

Johnny Anderson: April 25 & 26 in St George is the NAC Continuing Education Conference.

Elyce expressed her thanks to Roz for her service as vice chair to the committee. Roz is resigning the post and leaving the committee. We appreciate her enthusiasm and dedication and will miss her.

Elyce expressed her appreciation for the growing experience she has had as the Chair and will remain as a voting member in the committee until 2005. She gave her thanks to OCC staff for the help extended during her tenure as Chair. She thanked Peter for his service as Parliamentarian and his willingness to continue in the committee as the new Chair. She expressed her thanks to all the Subcommittee Chairs for their hard work and dedication.

ITEM 7 – Public Comment

Liz Barker expressed thanks to Elyce from all the RR for her service as Chair to the committee. She recognized Elyce's advocacy for this committee and for child care. Applause.

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